Attachment C
FY2004 ITPR INVESTMENT PROJECT DETAIL

This information will be used during the analysis of major IT projects to obtain approval, set priorities and determine funding. Funding for major IT projects will, in general, be released incrementally based on analysis of key milestones/phases.

Section 1. IT Project Input Detail

SECTION 1A. GENERAL INFORMATION

Agency: _____**[Field length – 100]**_____

Project Title:_____**[Field length – 255]**_____

Executive Business Sponsor:_____**[Field length – 100]**_____

IT Project Manager:_____**[Field length – 100]**_____**Phone:**_____**[Field length – 12]**_____

Indicate all Agency Senior Management that have reviewed and approved project (indicate all that apply):

☐ Executive Business Sponsor ☐ Agency CIO ☐ Agency CFO

Budget: Appropriation Code (8 Digit RSTARS code): _**[Field length – 8]**_____
Sub Program Code (4 Digit RSTARS code): _**[Field length – 4**_____
PCA Code (5 Digit RSTARS code): _**[Field length – 5]**_____

Over CSB (Y/N): ☐ Yes ☐ No

Project Level: ☐ New ☐ Ongoing

Project Plan Number: **[Field length – 25]**_____ *(Unique identifier of project)*

Project Priority: ___**[Field Length – 3]** *(Indicates the priority ranking of the project)* ***(FUTURE - NEW)***

Project Type:
- ☐ New Development (Projects that involve the development and deployment of a system to support a new or changed business function, to replace an existing system which can no longer fulfill business needs, or to automate functions being done manually.)
- ☐ System Enhancement (Projects that involve significant changes to the design specifications to an existing system to ensure that new or changing business requirements are being met. A functional change may be needed and the design change may involve a transition to a web based system.)
- ☐ IT Infrastructure (Projects that involve the installation of new or replacement hardware, cabling, or system software products.)
- ☐ **Other (Explain)**__**[Field length – 100]**_____

Project Classification:

Major Project: A total project phase cost of over $1 million; critical to State; and/or deemed a major project by the Secretary of DBM for the development of new information technology projects and/or the enhancement of existing information technology projects.

Major Project (Y/N): ☐ Yes ☐ No

Cross Cutting Project: Affecting multiple agencies and/or federal/local governments, sharing of information between and/or establishing trusted relationships, etc.

Cross cutting (Y/N): ☐ Yes ☐ No

SECTION 1B. PROJECT INFORMATION

Project Description: *Describe the general purpose and scope of the project and the expected outcome at project completion.* **[Field length – 1500]**

Project Status: *Provide a summary of the current status of the project.* **[Field Length – 1500] (SB491 Req)**

IT Solution:

Technology: *Describe the technology being applied to satisfy the business need.* **[Field length – 2500]**

Program Strategic Goals: Provide a summary of *how this investment supports your agency's mission, strategic goals and objectives (i.e., Managing for Results (MFR)).* **[Field length – 500]**

Critical Success Factors: *Provide a summary of the performance measures that will be used to measure the success of this project.* **[Field length – 1000]**

Major Stakeholders: *Identify the major stakeholders for the project* **[Field length – 500]**.

Major Customers: *Identify the major customers the project will target when implemented.* **[Field length – 500]**

External Dependencies: *Identify any external dependencies (IT and/or non IT) and issues that must be resolved before major milestones can be achieved or started. Indicate any special requirements (i.e., network, desktop, etc.).* **[Field length – 1500]**

Acquisition Strategy: *How will the goods or services be obtained (i.e., describe the acquisition strategy)?* **[Field length – 1500]**

Authority/Mandate: *Is there a legal or regulatory authority that requires the Agency to pursue the project?*

☐ Yes ☐ No *(If yes, explain.)* ____**[Field length – 500]**_____

Business Need/Justification: *Provide a summary of the business need and justification, which clearly indicates why the project is needed.* **[Field length – 1500]**

Benefits:

External: Provide a summary of w*hat the anticipated external benefits of the project will be when implemented. Please provide any quantifiable benefits including business process savings, customer service, etc.* **[Field length – 1500]**

Internal: Provide a summary of w*hat the anticipated internal benefits of the project will be when implemented. Please provide any quantifiable benefits including business process savings, staff efficiencies, etc. Are resources being expended now that would not need to be expended if the solution were put in place?* **[Field length – 1500]**

Return on Investment: *What is the anticipated return on investment (ROI) based on a given time period? Please refer to ITPR guidelines for method of calculation and explanation.* **[Field length – 500]**

Major Risks: *Provide a summary of the major risks of the project and, in general, how they will be mitigated? (Please refer to the ITPR guidelines for potential Risk Categories and mitigation strategies. Explain what contingency funding has been included in the cost of the project for risk mitigation. [Field Length – 2500]*

Known or Anticipated Scope Change: *Provide a summary of any major scope changes to the project that have or will adversely impact budget and schedule.* **[Field length – 1500]**

Known or Anticipated Cost Change: *Provide a summary of any known or anticipated changes to costs.* **[Field length – 1500]**

Compliance with State security and privacy requirements: *Provide a summary of your plan that addresses security, privacy and disaster recovery. If this is an existing system, indicate whether or not the security/privacy/disaster recovery plan is completed and in place.* **[Field length – 1500]**

Conformity to State architecture and policy standards: *Summarize how the solution conforms to State architecture standards.* **[Field length – 1500]**

SECTION 1C. SCHEDULE

List the major lifecycle milestones associated with this project. Note that it is the intent to conduct Agency Project Assessments at the completion of each major milestone beginning at the Concept Phase to help determine the progress and health of the project.

Phase	Major Milestones	Planned Start Date	Actual Start Date	Planned End Date	Actual End Date
Initiation/Concept					
Planning/Req. Analysis					
Design / Development / Integration / Test					
Implementation					
Operations / Maintenance					
Disposition *(Not required)*					

[Requirements note – provide capability to enter as many as 5 milestones under each phase.]

SECTION 1D. COST

SUMMARY OF SPENDING FOR PROJECT COST
(Provide Project Cost Data and Estimates)

Project Phase Cost by Fund

General Funds	Prior to FY03	Approp FY03	Budget Req FY04	Gov Allow FY04	Projected FY05	Projected FY06	Projected FY07	Projected FY08	Total GF
Initiation/Concept	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Planning/Req. Analysis	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Design/Development/Integration/Test	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Implementation	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Operations/ Maintenance	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
TOTAL GF	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Special Funds Excluding MITDPF	**Prior to FY03**	**Approp FY03**	**Budget Req FY04**	**Gov Allow FY04**	**Projected FY05**	**Projected FY06**	**Projected FY07**	**Projected FY08**	**Total SF Excl MITDPF**
Initiation/Concept	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Planning/Req. Analysis	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Design/Development/Integration/Test	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Implementation	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Operations/ Maintenance	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
TOTAL SF (Excl MITDPF)	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Special Funds MITDPF	**Prior to FY03**	**Approp FY03**	**Budget Req FY04**	**Gov Allow FY04**	**Projected FY05**	**Projected FY06**	**Projected FY07**	**Projected FY08**	**Total SF MITDPF**
Initiation/Concept	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Planning/Req. Analysis	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Design/Development/Integration/Test	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Implementation	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Operations/ Maintenance	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
TOTAL SF (MITDPF)	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Special Funds Summary	**Prior to FY03**	**Approp FY03**	**Budget Req FY04**	**Gov Allow FY04**	**Projected FY05**	**Projected FY06**	**Projected FY07**	**Projected FY08**	**Total SF**
Initiation/Concept	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Planning/Req. Analysis	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Design/Development/Integration/Test	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Implementation	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Operations/ Maintenance	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
TOTAL SF	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Federal Funds	**Prior to FY03**	**Approp FY03**	**Budget Req FY04**	**Gov Allow FY04**	**Projected FY05**	**Projected FY06**	**Projected FY07**	**Projected FY08**	**Total FF**
Initiation/Concept	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Planning/Req. Analysis	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Design/Development/Integration/Test	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Implementation	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Operations/ Maintenance	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
TOTAL FF	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Reimbursable	**Prior to**	**Approp**	**Budget**	**Gov Allow**	**Projected**	**Projected**	**Projected**	**Projected**	**Total RF**

Funds	FY03	FY03	Req FY04	FY04	FY05	FY06	FY07	FY08	
Initiation/Concept	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Planning/Req. Analysis	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Design/Development/Integration/Test	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Implementation	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
Operations/ Maintenance	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
TOTAL RF	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
TOTAL ALL FUNDS	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$

SECTION 1D. COST Continued…

Project Expenditures by Comptroller Object

Comptroller Object Codes	Prior to FY03	Approp FY03	Budget Req FY04	Gov Allow FY04	Projected FY05	Projected FY06	Projected FY07	Projected FY08	Total
01.Salaries, wages	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
02.Technical & fees	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
03.Communications	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
04.Travel	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
06.Fuel & Utilities	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
07.Motor Vehicle Oper. & Maint.	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
08.Contractual Services	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
09.Supplies & Materials	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
10.Equipment Replacement	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
11.Equipment Additional	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
12.Grants, Subsid. & Contrib.	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
13.Fixed Charges	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
14.Land & Structures	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$
TOTAL	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$	$$$$$

Section 2. Agency Project Assessment

(To be completed by the Agency Project Manager.)

☐ Project Initiation and Concept ☐ Mid Year (December) ☐ End Year (July)

SECTION 2A. AGENCY PROJECT STATUS SELF ASSESSMENT

IT Solution (Rating 1 – 5) – Assess the technical soundness of the IT solution

Low probability of implementation success		Moderate probability of implementation success		High probability of implementation success
1	2	3	4	5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Justification (Rating 1 – 5) – To what degree will the IT solution satisfy the business needs

Will satisfy none		Will satisfy most		Will satisfy all
1	2	3	4	5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Benefits (Rating 1 – 5) – Assess the value of the benefits to the State

Very little benefit		Moderately beneficial		Highly beneficial
1	2	3	4	5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Risk Assessment (Rating 1 – 5) – Assess the major risks and the mitigation plans

Very high risk		Moderate risk		Low risk
1	2	3	4	5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Compliance with State security and privacy requirements (Rating 1 – 5) – To what degree is this project compliant with State security and privacy requirements

Low degree of compliance		Moderate degree of compliance		Fully compliant
1	2	3	4	5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Conformity to State architecture standards (Rating 1 – 5) – To what degree does this project conform with State architecture standards

Low degree of conformity 1 2 Moderate degree of conformity 3 4 Fully conforms 5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Schedule (Rating 1 – 5) – Assess the probability that the schedule will be achievable

Very low probability 1 2 Moderate probability 3 4 High probability 5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Cost (Rating 1 – 5) – To what degree do the costs appear reasonable for the scope of the project

Very low probability that the costs are in sync with the scope 1 2 Moderate probability that the costs are in sync with the scope 3 4 High probability that the costs are in sync with the scope 5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

SECTION 2B. AGENCY PROJECT SUMMARY ASSESSMENT

Please check one for each status category. An assessment of all of these categories will result in a decision to continue, modify, pause, or stop a project.

Legend: 1,2=RED 3=AMBER 4,5=GREEN (based on Section 2A above).

IT Solution	☐ Green – Continuation Recommended	☐ Amber – Review of WBS and Critical Path Recommended	☐ Red – Pause/Stop Recommended
Justification	☐ Green – High/Acceptable	☐ Amber – Additional Information Required	☐ Red – Low ROI
Benefits	☐ Green – Very Beneficial	☐ Amber – Moderate Benefit	☐ Red – Low benefit
Risk Assessment	☐ Green – Low Risk	☐ Amber - Medium Risk	☐ Red - High Risk
Security/Privacy	☐	☐	☐

Compliance

Green – Fully Compliant

Amber – Security Plan in Development

Red – Security a Concern

Conformity to State Architecture Standards

☐ Green – Conforms

☐ Amber – Does not Conform Justification Provided

☐ Red – Does not Conform No Justification Provided

Schedule

☐ Green - On/Ahead of Schedule (0 to -10% or more)

☐ Amber - Behind Schedule (+1% to +9%)

☐ Red - Behind Schedule (+10% or more)

Cost

☐ Green - Within/Under Budget (0 to -10% or more)

☐ Amber - Over Budget (+1% to +9%)

☐ Red - Over Budget (+10% or more)

SECTION 2C. PROJECT ASSESSMENT CORRECTIVE ACTIONS

If a project falls within any of the red status indicators, please explain what caused this indicator and what actions are being taken to correct deficiencies.

Category	Corrective Actions
IT solution	
Justification	
Benefits	
Risk Assessment	
Compliance with State security and privacy requirements	
Conformity to State architecture standards	
Schedule	
Cost	

(The following information is to be completed by the State Office of Information Technology)

Section 3. State OIT REVIEW COMMITTEE Assessment

SECTION 3A. STATE OIT REVIEW COMMITTEE ASSESSMENT

IT Solution (Rating 1 – 5) – Assess the technical soundness of the IT solution

Low probability of implementation success 1 2 Moderate probability of implementation success 3 4 High probability of implementation success 5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Justification (Rating 1 – 5) – To what degree will the IT solution satisfy the business needs

Will satisfy none 1 2 Will satisfy most 3 4 Will satisfy all 5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Benefits (Rating 1 – 5) – Assess the value of the benefits to the State

Very little benefit 1 2 Moderately beneficial 3 4 Highly beneficial 5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Risk Assessment (Rating 1 – 5) – Assess the major risks and the mitigation plans

Very high risk 1 2 Moderate risk 3 4 Low risk 5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Compliance with State security and privacy requirements (Rating 1 – 5) – To what degree is this project compliant with State security and privacy requirements

Low degree of compliance 1 2 Moderate degree of compliance 3 4 Fully compliant 5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Conformity to State architecture standards (Rating 1 – 5) – To what degree does this project conform with State architecture standards

Low degree of conformity		Moderate degree of conformity		Fully conforms
1	2	3	4	5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Schedule (Rating 1 – 5) – Assess the probability that the schedule will be achievable

Very low probability		Moderate probability		High probability
1	2	3	4	5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

Cost (Rating 1 – 5) – To what degree do the costs appear reasonable for the scope of the project

Very low probability that the costs are in sync with the scope		Moderate probability that the costs are in sync with the scope		High probability that the costs are in sync with the scope
1	2	3	4	5

Numeric Rating	Comments (If rating is less than 3)
	[Field length – 500]

SECTION 3B. STATE OIT REVIEW COMMITTEE SUMMARY ASSESSMENT

Please check one for each status category. An assessment of all of these categories will result in a decision to continue, modify, pause, or stop a project.

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Legend: 1,2=RED 3=AMBER 4,5=GREEN (based on Section 3A above).

IT Solution	☐ Green – Continuation Recommended	☐ Amber – Review of WBS and Critical Path Recommended	☐ Red – Pause/Stop Recommended
Justification	☐ Green – High/Acceptable	☐ Amber – Additional Information Required	☐ Red – Low ROI
Benefits	☐ Green – Very Beneficial	☐ Amber – Moderate Benefit	☐ Red – Low benefit
Risk Assessment	☐ Green – Low Risk	☐ Amber - Medium Risk	☐ Red -- High
Security/Privacy Compliance	☐ Green – Fully Compliant	☐ Amber – Security Plan in Development	☐ Red – Security a Concern
Conformity to State Architecture Standards	☐ Green – Conforms	☐ Amber – Does not Conform Justification Provided	☐ Red – Does not Conform No Justification Provided
Schedule	☐ Green - On/Ahead of Schedule (0 to -10% or more)	☐ Amber - Behind Schedule (+1% to +9%)	☐ Red - Behind Schedule (+10% or more)
Cost	☐ Green - Within/Under Budget (0 to -10% or more)	☐ Amber - Over Budget (+1% to +9%)	☐ Red - Over Budget (+10% or more)

SECTION 3C. STATE OIT REVIEW COMMITTEE ASSESSMENT RECOMMENDATION

State OIT Review Committee Project Assessment		Date:
Agency:	Project Title:	Project ID:

Project Overview
Brief Project Description:

EVALUATION CRITERIA	**SCORING**	**WEIGHTS for CRITERIA (SUM=100%)**
IT Solution	**5**	**10**
Justification	**5**	**10**
Benefits	**5**	**10**
Risk Assessment	**5**	**10**
Compliance with State security and privacy requirements	**5**	**10**
Conformity to State architecture standards	**5**	**10**
Schedule	**5**	**10**
Cost	**5**	**10**
Other Considerations	**(10 maximum)**	**(20 maximum)**
Addresses Critical Public Health, Safety & Welfare Needs	**2.5**	**5**
Federal Mandate	**2.5**	**5**
Matching Federal Funds	**2.5**	**5**
Prior Project Investment	**2.5**	**5**
TOTAL SCORE	**50**	**100**
BAND RANKING		

(Note: Maximum potential scoring indicated in above example)

Note: The State OIT Review Committee assessment process is replacing the Technical Review Board process. Output of the State OIT Review Committee assessment will be a prioritized list of ranked projects for funding consideration by the Investment Review Board (IRB).

Section 4. Investment Review Board Assessment

SECTION 4. INVESTMENT REVIEW BOARD RECOMMENDATION

The Investment Review Board (IRB) will evaluate the State IT Project Portfolio to determine investment selection based on business mission value, benefit, cost, and criticality to the State.